

## **MEMORANDUM**

**#04-08**

**TO:** All Departments and School Fiscal Officers  
**FROM:** Kerry Gustafson, Acting Director  
**DATE:** July 24, 2003  
**SUBJECT:** DISTRIBUTION OF PAPER MEMORAMDUM

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In an effort to conserve our natural resources and to minimize expenditures, effective September 1, 2003, the Division of Accounting will cease to distribute paper copies of Accounting Memorandums. The only exception will be memos that have an attachment that cannot be transmitted electronically.

If your organization requires a hard copy of Accounting Memos due to an inability to receive them electronically, please notify Evelyn Dick at [evelyn.dick@state.de.us](mailto:evelyn.dick@state.de.us) no later than August 31, 2003, to prevent any interruption in the receipt of memos to your organization.